



EMPLOYMENT VERIFICATION INQUIRY (QVER)

Step 3 Let's continue to look at the fields to gain an understanding of each.

PAY RATE

The Pay Rate panel displays pay information for the employee.

ANNUAL HOURS – Displays the average number of hours the employee has been slated to work in the selection year.

ANNUAL RATE – Displays the employee's annual salary.

HOURS PER DAY – Displays the average number of hours the employee works per day for the given assignment.

PERCENT FTE – Displays the percentage of full time the employee works.

BASE RATE – Displays the employee's base rate of pay.

AMOUNT BASIS – Displays the amount basis for the base rate (i.e., annual, hourly, weekly, and daily).

PAY POLICY – Displays the employee's pay policy.

GRADE – Displays the employee's grade.

STEP – Displays the employee's step.

Current Selection Year:

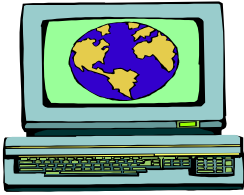
BASE – Displays the year of the selection date.

BASE TOTAL – Displays the employee's total base pay for the selection year.

GROSS – Displays the year of the selection date.

GROSS TOTAL – Displays the employee's total gross pay for the selection year.

EMPLOYMENT VERIFICATION INQUIRY (QVER)



Employment Verification Inquiry

Name: **DEFFENBAUGH, LITZI**

Employee ID: **040 - 71 - 0001** Appointment ID: ☐ Selection Date: **07 / 19 / 00**

Last Personnel Action: **CHCON** **CHNG. COND.** Last Personnel Reason: **C02**

Effective Date: **05 / 18 / 00** Expiration Date: **99 / 99 / 99**

Pay Rate	Employee Attributes	Appointment Information	Personal Information
Annual Hours	2080.0000	Annual Rate	29,184.0640
Hours Per Day	8.00000	Percent FTE	1.0000
Base Rate	1,216.0000	Amount Basis	P
Pay Policy	DA	Grade	A23
Step	F		

Current Selection Year		Previous Selection Year	
Base	00	Base	99
Base Total	2,065.95	Base Total	0.00
Gross	00	Gross	99
Gross Total	2,065.95	Gross Total	0.00

Employment Verification Inquiry

Name: **DEFFENBAUGH, LITZI**

Employee ID: **040 - 71 - 0001** Appointment ID: ☐ Selection Date: **07 / 19 / 00**

Last Personnel Action: **CHCON** **CHNG. COND.** Last Personnel Reason: **C02**

Effective Date: **05 / 18 / 00** Expiration Date: **99 / 99 / 99**

Pay Rate	Employee Attributes	Appointment Information	Personal Information
Title	000412	Sub-title	J1
Agency	300	Organization	2350
Employment Status	1	ACTIVE	Pay Class
Deduction Policy	STAND		Work Location
Leave Policy	STAND		FLSA Profile
<input type="checkbox"/> Union Member	Union		
Civil Service Description	UCP MERIT		



EMPLOYMENT VERIFICATION INQUIRY (QVER)

Step 3 Let's continue to look at the fields to gain an understanding of each.

Previous Selection Year:

BASE – Displays the year previous to the selection year.

BASE TOTAL – Displays total base pay for the year previous to the selection year.

GROSS – Displays the year previous to the selection year.

GROSS TOTAL – Displays the total gross pay for the year previous to the selection year.

EMPLOYEE ATTRIBUTES

The Employee Attributes panel displays basic employee information.

TITLE – Displays the employee's title.

SUB-TITLE – Displays the employee's subtitle.

AGENCY – Displays the employee's agency.

ORGANIZATION – Displays the employee's organization.

EMPLOYMENT STATUS – Displays the employee's employment status.

PAY CLASS – Displays the employee's pay class.

DEDUCTION POLICY – Displays the employee's deduction policy.

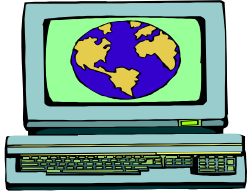
WORK LOCATION – Displays the employee's work location.

LEAVE POLICY – Displays the employee's leave policy.

FLSA PROFILE – Displays the employee's FLSA profile code.

UNION MEMBER – If the employee is a member of a union, this field is selected; otherwise, the field is not selected.

UNION – If the employee belongs to a union, the union description is displayed.



EMPLOYMENT VERIFICATION INQUIRY (QVER)

Employment Verification Inquiry

Name:

Employee ID: Appointment ID:

Selection Date:

Last Personnel Action: Last Personnel Reason:

Effective Date: Expiration Date:

Pay Rate | Employee Attributes | Appointment Information | Personal Information

Original Appointment Date: Elapsed Time: Service Hours:

Leave Progression Start Date: Elapsed Time:

Pay Progression Start Date: Elapsed Time:

Alternate Appointments

	Employment Status	Appointment ID	Title	Sub-title	Sub-title Description	Effective Date	Expiration Date
1							
2							
3							
4							



NOTES

EMPLOYMENT VERIFICATION INQUIRY (QVER)



Step 3 Let's continue to look at the fields to gain an understanding of each.

CIVIL SERVICE DESCRIPTION – Displays the employee's civil service status description.

APPOINTMENT INFORMATION

The Appointment Information panel displays detailed information regarding the employee's appointment.

ORIGINAL APPOINTMENT DATE – Displays the employee's original appointment date.

ELAPSED TIME – Displays the number of years and months between the selection date and the original appointment date.

SERVICE HOURS – Displays the actual number of hours the employee has worked in the year selected, if applicable.

LEAVE PROGRESSION START DATE – Displays the date the employee's leave progression began.

ELAPSED TIME – Displays the number of years and months between the selection date and the leave progression start date.

PAY PROGRESSION START DATE – Displays the date the employee's pay progression began.

ELAPSED TIME – Displays the number of years and months between the selection date and the leave progression start date.

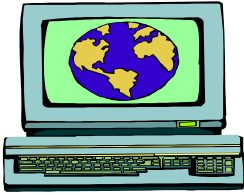
EMPLOYMENT STATUS - Displays the employment status for the appointment selected.

APPOINTMENT ID - Displays the employee's appointment ID for the appointment selected.

TITLE – Displays the employee's title for the appointment selected.

SUB-TITLE – Displays the employee's sub-title for the appointment selected.

SUB-TITLE DESCRIPTION – Displays the long description of the employee's sub-title.



EMPLOYMENT VERIFICATION INQUIRY (QVER)

Employment Verification Inquiry

Name	DEFFENBAUGH, LITZI		
Employee ID	040 - 71 - 0001	Appointment ID	
Selection Date	07 / 19 / 00		
Last Personnel Action	CHCON	CHNG. COND.	
Last Personnel Reason	C02		
Effective Date	05 / 18 / 00	Expiration Date	99 / 99 / 99

Pay Rate Employee Attributes Appointment Information Personal Information

Date of Birth / / Age

Address

City State

Zip Country

Phone () Ext



NOTES



EMPLOYMENT VERIFICATION INQUIRY (QVER)

Step 3 Let's continue to look at the fields to gain an understanding of each.

EFFECTIVE DATE - Displays the date the assignment for the appointment selected became effective.

EXPIRATION DATE – Displays the date the assignment for the appointment selected expires.

BASE PAY RATE – Displays the base pay rate for the employee.

AMOUNT BASIS – Indicates the employee's time-based pay rate.

PERSONAL INFORMATION

The Personal Information panel displays the employee's personal information such as date of birth and address.

DATE OF BIRTH – Displays the employee's birthdate.

AGE – Displays the employee's age.

ADDRESS (1-3) – If the employee's mailing address and home address differ, the mailing address is displayed. Otherwise, the employee's home address is displayed.

CITY – Displays the employee's city.

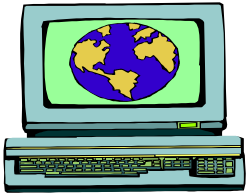
STATE – Displays the employee's state.

ZIP – Displays the employee's zip code.

COUNTRY – Displays the employee's country.

PHONE – Displays the employee's phone number.

EXT. – Displays the employee's phone extension.



EMPLOYEE EDUCATION SUMMARY (QEDS)

Employee Education Summary

Name: DEFFENBAUGH, LITZI Employee ID: 040 - 71 - 0001 [Details](#)

	School	Degree	Start Date	End Date	Major(s)	Minor	Degree Earned	GPA	Degree Verified
1	LINCLN	B	09 01 95	05 01 99	HR		Y	3.50	Y
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									



NOTES



EMPLOYEE EDUCATION SUMMARY (QEDS)

The Employee Education Summary (QEDS) inquiry summarizes an employee's education history. It lists all of the degrees that an employee has received or is working toward. It also lists the schools an employee has attended or plans to attend. The Details button retrieves the Employee Education History (EEDH) window for the selected line. Selection Criteria include Employee ID, School, Degree, Start Date, and End Date.

Step 1 To access the QEDS, click the Go To icon. Type QEDS in the text box below the Code column header. Select Open.

Step 2 Populate the following field to narrow your search on the QEDS window.

NAME - The employee's full name (last name, first name, and middle initial) is displayed

EMPLOYEE ID - Enter the employee's identification number. Type **040-71-0001**.

SCHOOL - School can be entered to begin the display at a particular point. Valid values are located on the School (SCHL) window. The code identifying the school the employee attended or is attending is displayed.

DEGREE - Degree and school can be entered to begin the display at a particular point. Valid values are located on the Degree (DEGR) window. The code identifying the degree the employee has received or is working towards is displayed.

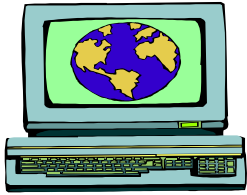
START DATE - Start date can be used with end date to specify the date range for a historical scan. Unless otherwise specified, all records for a given employee are displayed. Displays the date the employee started school.

END DATE - End date can be used with start date to specify the date range for a historical scan. Unless otherwise specified, all records for a given employee are displayed. The date the employee finished or finishes school is displayed.

Select **DISPLAY: BROWSE DATA** to display the education summary for the employee.

Step 3 Let's look at the fields to gain an understanding of each

MAJOR(S) - The employee's major/field of study is displayed.



EMPLOYEE EDUCATION SUMMARY (QEDS)

Employee Education Summary

Name: Employee ID: [Details](#)

	School	Degree	Start Date	End Date	Major(s)	Minor	Degree Earned	GPA	Degree Verified
1	LINCLN	B	09 01 95	05 01 99	HR		Y	3.50	Y
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Employee Education History

Name: Employee ID:

School:

Degree:

Start Date: End Date:

Degree Major(s):

Degree Minor:

Grade Point Average: Grade Point Basis:

Credits Earned: Credits Required: Credit Basis:

☒ Degree Earned ☒ Degree Verified

Description of Educational Background



EMPLOYEE EDUCATION SUMMARY (QEDS)

Step 3 Let's continue to look at the fields to gain an understanding of each.

MINOR - The employee's minor is displayed.

DEGREE EARNED - Indicates whether or not the employee's degree has been earned. If Y is displayed, then the degree was earned. If N is displayed, then the degree was not earned.

GPA - The employee's grade point average at the indicated school is displayed

DEGREE VERIFIED - Displays whether or not the employee's degree has been verified by someone at your site. If Y is displayed, the degree has been verified. If N is displayed, the degree was not verified.

Step 4 After highlighting a line, click the Details button to view additional information regarding the selected line. Let's examine the fields and the information that is displayed.

The Employee Education History (EEDH) window is used to record an employee's education history. It also records degrees, majors and minors that the employee has actually received and degrees, majors and minors that the employee is working toward (or has worked on in the past).

NAME - The employee's full name (last name, first name, and middle initial) is displayed.

EMPLOYEE ID - The employee's identification number is displayed.

SCHOOL - The code for the school that the employee attended, attends, or will attend is displayed. Valid values are located on the School (SCHL) window. The school code short description is displayed.

DEGREE - The type of degree that the employee has received or is working toward is displayed. Valid values are located on the Degree (DEGR) window.

START DATE - The date that the employee began or begins working toward the specified degree is displayed. The start date can precede the employee's appointment or can occur during the course of the employee's appointment.



EMPLOYEE EDUCATION SUMMARY (QEDS) DETAIL WINDOW

Employee Education History

Name	DEFFENBAUGH, LITZI		
Employee ID	040 - 71 - 0001		
School	LINCLN	LINCOLN UNIVERSITY	
Degree	B	BACHELOR'S DEGREE	
Start Date	09 / 01 / 95	End Date	05 / 01 / 99
Degree Major(s)	HR	HUMAN RESOURCES/PERSONNEL	
Degree Minor			
Grade Point Average	3.50	Grade Point Basis	4.00
Credits Earned	0.00	Credits Required	0.00
		Credit Basis	None
<input checked="" type="checkbox"/> Degree Earned	<input checked="" type="checkbox"/> Degree Verified		
Description of Educational Background			



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EMPLOYEE EDUCATION SUMMARY (QEDS) DETAIL WINDOW

Step 4 Let's continue to look at the fields to gain an understanding of each.

END DATE - The date that the employee received or receives the specified degree is displayed. The end date can precede the employee's appointment or can occur during the course of the employee's appointment. This field will be blank if the end date is not known.

DEGREE MAJOR(S) - The subject that the employee is majoring in, if known is displayed. If the employee has a dual major, both subjects will be shown. Valid values are located on the Formal Education Major (MAJR) window.

DEGREE MINOR - The employee's academic minor, if known is shown. Valid values are located on the Formal Education Major (MAJR) window.

GRADE POINT AVERAGE - If known, the employee's Grade Point Average (GPA) is displayed. Required if Grade Point Basis is entered.

GRADE POINT BASIS - If known, the basis for the Grade Point Average is shown. For example, the employee might have achieved a 3.75 GPA out of a possible 4.0. In this case, the grade point basis is 4.0. This is required if the Grade Point Average is entered.

CREDITS EARNED - If known, the number of credits earned by the employee is displayed.

CREDITS REQUIRED - If known, the number of credits required to obtain the specified degree or degrees is shown.

CREDIT BASIS - If known, the basis for the Credits Earned and Credits Required is displayed. Valid values are Classroom, Quarter, Semester, Trimester, continuing Education Unit, Other and None.

EMPLOYEE EDUCATION SUMMARY (QEDS) DETAIL WINDOW



Employee Education History			
Name	DEFFENBAUGH, LITZI		
Employee ID	040 - 71 - 0001		
School	LINCLN	LINCOLN UNIVERSITY	
Degree	B	BACHELOR'S DEGREE	
Start Date	09 / 01 / 95	End Date	05 / 01 / 99
Degree Major(s)	HR	HUMAN RESOURCES/PERSONNEL	
Degree Minor			
Grade Point Average	3.50	Grade Point Basis	4.00
Credits Earned	0.00	Credits Required	0.00
		Credit Basis	None
<input checked="" type="checkbox"/> Degree Earned	<input checked="" type="checkbox"/> Degree Verified		
Description of Educational Background			



NOTES

EMPLOYEE EDUCATION SUMMARY (QEDS) DETAIL WINDOW



Step 4 Let's continue to look at the fields to gain an understanding of each.

DEGREE EARNED - This is checked if the employee received the specified degree. It is unchecked if the employee has not received the specified degree.

DEGREE VERIFIED - This is checked if the specified degree or degrees have been verified. If this is unchecked, it means the specified degree, or degrees have not been verified

DESCRIPTION OF EDUCATIONAL BACKGROUND - This holds a description of up to two lines (maximum of 75 characters per line) detailing the educational background of the employee.



HISTORY NAME CHANGE CROSS REFERENCE INQUIRY (QNCX)

	Historical Name	Applicant / Employee ID	Applicant / Employee Indicator	Current Name
1	ADAIR, KEVIN	010510130	E	ADAIR, KEVIN
2	ADAMSON, TINA	010510054	E	ADAMSON, TINA
3	ALDEN, ANDREW	010510195	E	ALDEN, ANDREW
4	ALLEN, JACK	060100101	E	ALLEN, JACK
5	ALLEN, JENNY	010510245	E	ALLEN, JENNY
6	ALLISON, STEVE	060100001	E	ALLISON, STEVE
7	AMBLER, WANDA	010510086	E	AMBLER, WANDA
8	AMBROSE, DANIELLE	Q030420022	A	AMBROSE, DANIELLE
9	ANTHONY, BROOKE	010510122	E	ANTHONY, BROOKE
10	ARBISI, TRACY	R030410005	A	ARBISI, TRACY
11	ARNOLD, CAROL	010510167	E	ARNOLD, CAROL
12	ATWELL, GREGORY	010510060	E	ATWELL, GREGORY
13	AUGUSTINE, ALISA	R030410046	A	AUGUSTINE, ALISA
14	BACKES, DANIEL	010510021	E	BACKES, DANIEL

	Applicant / Employee ID	Applicant / Employee Indicator	Current Name	Effective Date	Expiration Date
1	010510130	E	ADAIR, KEVIN	04 17 00	99 99 99
2	010510054	E	ADAMSON, TINA	04 17 00	99 99 99
3	010510195	E	ALDEN, ANDREW	04 17 00	99 99 99
4	060100101	E	ALLEN, JACK	04 01 00	99 99 99
5	010510245	E	ALLEN, JENNY	04 17 00	99 99 99
6	060100001	E	ALLISON, STEVE	04 01 00	99 99 99
7	010510086	E	AMBLER, WANDA	04 17 00	99 99 99
8	Q030420022	A	AMBROSE, DANIELLE	04 27 00	99 99 99
9	010510122	E	ANTHONY, BROOKE	04 17 00	99 99 99
10	R030410005	A	ARBISI, TRACY	04 27 00	99 99 99
11	010510167	E	ARNOLD, CAROL	04 17 00	99 99 99
12	010510060	E	ATWELL, GREGORY	04 17 00	99 99 99
13	R030410046	A	AUGUSTINE, ALISA	04 27 00	99 99 99
14	010510021	E	BACKES, DANIEL	04 17 00	99 99 99



HISTORY NAME CHANGE CROSS REFERENCE INQUIRY (QNCX)

The Historical Name Change Cross Reference Inquiry (QNCX) window enables you to track name changes for applicants and employees across the entire system by displaying a cross-reference of an applicant's or employee's historical and current names. This window lists the applicant's or employees historical name, applicant or employee ID, current name, and the effective and expiration dates of the name.

Step 1 To access the QNCX, use the GO TO icon. Type QNCX in the text box below the Code column header. Select Open.

Step 2 Select **DISPLAY: BROWSE DATA** to display employee information.

Step 3 Let's look at the fields to gain an understanding of each.

HISTORICAL NAME – Enter the historical name or a partial name to access information about a specific employee or applicant. The full name (last name, first name, and middle initial) is displayed.

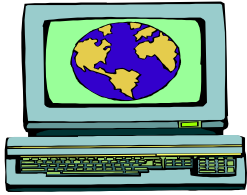
APPLICANT/EMPLOYEE ID – The number assigned to identify the applicant or employee is displayed.

APPLICANT/EMPLOYEE INDICATOR – Indicates if this ID is an applicant ID (A) or an Employee ID (E).

CURRENT NAME –The current name of the applicant or employee is displayed.

EFFECTIVE DATE – The date the name became effective is displayed.

EXPIRATION DATE – The date the name expired is displayed. The expiration for the current name is 99/99/99.



EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

Employment Status Maintenance Log Detail Inquiry					
Employee ID	040 - 71 - 0001		Appointment ID		
Prefix	First	Middle	Last	Suffix	
MS	LITZ		DEFFENBAUGH		
Effective Date	05 / 18 / 00		Expiration Date	99 / 99 / 99	
Update Date	05 / 17 / 00		Update Time	11:55:00	
			Original Appt Date	05 / 17 / 00	
			MTI Trans Number	000517019333	
Job Assignment		Dates	Assignment Attributes	Pay Parameters	Certificate/Remarks
Personnel Action / Reason		CHCON / C02		Job Status	R
				Employment Status	1
<u>Assignment Information</u>					
Agency	300		Organization	2350	
Position Number	EM71001		% Full-time	1.0000	
<input checked="" type="checkbox"/> Table Driven Pay	Step		F		
				Union Affiliation	
				EEO Full-time	Union Member
				<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
				<input type="radio"/> No	<input type="radio"/> No
				<input type="radio"/> N / A	<input checked="" type="radio"/> N / A
<u>Applicant Information</u>					
Applicant ID				Job Notice ID	



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EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

The Employment Status Maintenance Log Detail Inquiry (QESD) provides a quick way to scan a broad range of basic employee information. The information displayed on this window is entered through the Employment Status Maintenance (ESMT) window. Any changes made on the ESMT are logged on this window.

Step 1 To access the QESD, use the GO TO icon. Type QESD in the text box below the Code column header. Select Open.

Step 2 Populate the following field to narrow your search on the QEDS window.

EMPLOYEE ID - Required. Enter the employee's identification number. Type 040-71-0001.

APPOINTMENT ID - Optional. If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment.

Select **DISPLAY: BROWSE DATA** to display employee information.

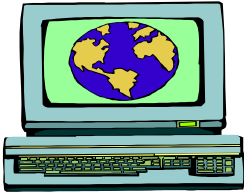
Step 3 Let's look at the fields to gain an understanding of each.

ALTERNATE ID – Displays the employee's alternate ID, if any.

PREFIX – Displays the prefix, if any, to the employee's name (i. e., Mr., Ms., or Mrs.).

FIRST – Displays the employee's first name.

MIDDLE – Displays the employee's middle name, if any.



EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

Employment Status Maintenance Log Detail Inquiry					
Employee ID	040 - 71 - 0001		Appointment ID		
Prefix	First	Middle	Last	Alternate ID	
MS	LITZ		DEFFENBAUGH		
Effective Date	05 / 18 / 00	Expiration Date	99 / 99 / 99	Original Appt Date	05 / 17 / 00
Update Date	05 / 17 / 00	Update Time	11:55:00	MTI Trans Number	000517019333
Job Assignment		Dates	Assignment Attributes	Pay Parameters	Certificate/Remarks
Personnel Action / Reason		CHCON / C02	Job Status	R	Employment Status
1					
Assignment Information					
Agency	300	Organization	2350	Union Affiliation	
Position Number	EM71001	% Full-time	1.0000	EEO Full-time	
<input checked="" type="checkbox"/> Table Driven Pay	Step	F		<input type="radio"/> Yes	<input type="radio"/> Yes
				<input type="radio"/> No	<input type="radio"/> No
				<input type="radio"/> N / A	<input type="radio"/> N / A
Applicant Information					
Applicant ID			Job Notice ID		



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EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

Step 3 Let's continue to look at the fields to gain an understanding of each.

LAST – Displays the employee's last name.

SUFFIX – Displays the employee's name suffix (i.e., Jr., Sr., etc.), if any.

EFFECTIVE DATE – Displays the date the employee information became effective.

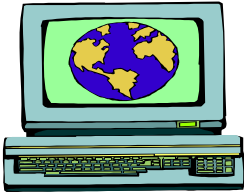
EXPIRATION DATE – Displays the date the employee information expired.

ORIGINAL APPT DATE – Displays the date of the employee's original appointment.

UPDATE DATE - Displays the date the information was updated.

UPDATE TIME – Displays the time the information was updated.

MTI TRANS NUMBER – Displays the Master Table Interface (MTI) transaction number that was assigned to the change made to the employee window.



EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

Employment Status Maintenance Log Detail Inquiry					
Employee ID	040 - 71 - 0001		Appointment ID		Alternate ID
Prefix	First	Middle	Last	Suffix	
MS	LITZ		DEFFENBAUGH		
Effective Date	05 / 18 / 00		Expiration Date	99 / 99 / 99	
Update Date	05 / 17 / 00		Update Time	11:55:00	
			MTI Trans Number	000517019333	
Job Assignment		Dates	Assignment Attributes	Pay Parameters	Certificate/Remarks
Personnel Action / Reason		CHCON / C02		Job Status	R
Employment Status		1			
<u>Assignment Information</u>					
Agency	300		Organization	2350	
Position Number	EM71001		% Full-time	1.0000	
<input checked="" type="checkbox"/> Table Driven Pay	Step	F		EEO Full-time	Union Member
				<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
				<input type="radio"/> No	<input type="radio"/> No
				<input type="radio"/> N / A	<input checked="" type="radio"/> N / A
<u>Applicant Information</u>					
Applicant ID			Job Notice ID		



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EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)



Step 3 Let's continue to look at the fields to gain an understanding of each.

JOB ASSIGNMENT The Job Assignment panel displays information on the type of personnel action being performed and associates the employee with the appropriate agency, organization and position.

PERSONNEL ACTION/REASON – Displays the type of personnel action being effected. If a reason for the personnel action was entered, it is also displayed.

JOB STATUS – Displays the employee's job status.

EMPLOYMENT STATUS – Displays the employee's employment status.

AGENCY – Displays the agency (i. e., operating entity) to which the employee reports.

ORGANIZATION – Displays the organization to which the employee reports.

UNION AFFILIATION – Displays the employee's union affiliation, if any.

POSITION NUMBER – The position number is used to verify authorizations and infer position attributes for the appointment process.

% FULL-TIME – Displays the percentage of time that the employee works full-time in this position (title).

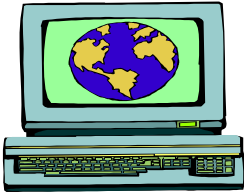
TABLE-DRIVEN PAY – Indicates if a table drives the employee's base pay.

STEP – Displays the employee's step.

EEO FULL-TIME – If the employee is considered full-time for EEO classification purposes. Yes is indicated. Otherwise, No or Not Applicable is indicated.

UNION MEMBER – If the employee is a union member, Yes is indicated. Otherwise, No or Not Applicable is indicated.

APPLICANT ID – If the Applicant Tracking Subsystem (ATS) is utilized, displays the Applicant ID, if any.



EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

Employment Status Maintenance Log Detail Inquiry

Employee ID: 040 - 71 - 0001 Appointment ID: Alternate ID:

Prefix: MS First: LITZ Middle: Last: DEFFENBAUGH Suffix:

Effective Date: 05 / 18 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 05 / 17 / 00

Update Date: 05 / 17 / 00 Update Time: 11:55:00 MTI Trans Number: 000517019333

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remarks

Dates

Probation Start: Probation End:

Pay Progression: Time Limit Control:

Benefits Progression: 05 / 17 / 00 Leave Progression: 05 / 17 / 00

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Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remarks

Position Attributes

Payroll Number: 300 Title: 000412 Sub-title: J1 Assignment Type: ☒ Permanent ☐ Temporary ☐ None

Pay Class: PFS Time Class:

Civil Service Status: UCPY

Overrides

Grade:

Pay Policy: Leave Policy: Benefits Policy:

FLSA: ☐ Exempt ☐ Non-exempt ☒ No Override FLSA Profile:

EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)



Step 3 Let's continue to look at the fields to gain an understanding of each.

JOB NOTICE ID – If the Applicant Tracking Subsystem (ATS) is utilized, displays the Job Notice ID, if any.

DATES

The Dates panel displays probation start and end dates. Also, pay, benefits and leave progression dates can be viewed.

PROBATION START – Displays the first date of an employee's probation, if applicable.

PROBATION END – Displays the last date of an employee's probation, if applicable.

PAY PROGRESSION – Displays the progression start date used in calculating table driven pay.

TIME LIMIT CONTROL – Displays the employee's time limit control date, if applicable.

BENEFITS PROGRESSION – Displays the date used to calculate a rate for certain benefits, if applicable.

LEAVE PROGRESSION – Displays the date used to calculate the rate used for automated leave accrual.

ASSIGNMENT ATTRIBUTES

The Assignment Attributes panel displays the position attributes and overrides.

PAYROLL NUMBER – Displays the employee's payroll number.

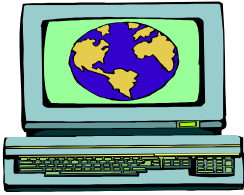
TITLE – Displays the employee's title.

SUB-TITLE – Displays the employee's sub-title, if any.

PAY CLASS – Displays the employee's pay class.

TIME CLASS – Displays the employee's time class.

CIVIL SERVICE STATUS – Displays the employee's civil service status.



EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

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Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remarks

Position Attributes

Payroll Number: 300 Title: 000412 Sub-title: J1 Assignment Type: ☒ Permanent ☐ Temporary ☐ None

Pay Class: PFS Time Class:

Civil Service Status: UCPY

Overrides

Grade:

Pay Policy: Leave Policy: Benefits Policy:

FLSA: ☐ Exempt ☐ Non-exempt ☒ No Override FLSA Profile:

Employment Status Maintenance Log Detail Inquiry

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Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remarks

Pay Type	Amt	%	Income	Effective Date	Expiration Date
	<input type="radio"/>	<input type="radio"/>		/ /	/ /
	<input type="radio"/>	<input type="radio"/>		/ /	/ /
	<input type="radio"/>	<input type="radio"/>		/ /	/ /
	<input type="radio"/>	<input type="radio"/>		/ /	/ /



EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

Step 3 Let's continue to look at the fields to gain an understanding of each.

ASSIGNMENT TYPE – The employee's type of assignment is either indicated as Permanent, Temporary, or None.

GRADE – Displays the employee's grade override, if any.

PAY POLICY – Displays the employee's pay policy override code, if any.

LEAVE POLICY – Displays the employee's leave policy override code, if any.

BENEFITS POLICY – Displays the employee's benefits policy override code, if any.

FLSA – Displays whether the employee's FLSA eligibility has been overridden.

FLSA PROFILE – Displays the employee's FLSA profile override code, if any.

PAY PARAMETERS

The Pay Parameters panel displays regular pay information for employees whose pay is not table-driven.

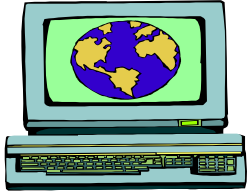
PAY TYPE – Displays the employee's pay type.

AMT AND % - Selects Amt if the pay rate is based on a specific amount. Selects % if the pay rate is based on a percentage.

INCOME – The amount of income is displayed if amount was selected. The percentage of base pay is displayed if percent was selected.

EFFECTIVE DATE– Displays the date pay data became effective.

EXPIRATION DATE– Displays the date pay data expires.



EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

Employment Status Maintenance Log Detail Inquiry

Employee ID	040 - 71 - 0001			Appointment ID		Alternate ID	
Prefix	First	Middle	Last	Suffix			
MS	LITZ		DEFFENBAUGH				
Effective Date	05 / 18 / 00		Expiration Date	99 / 99 / 99		Original Appt Date	05 / 17 / 00
Update Date	05 / 17 / 00		Update Time	11:55:00		MTI Trans Number	000517019333

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remarks

Certificate Number Certificate Date

Remarks



NOTES



EMPLOYEE STATUS MAINTENANCE LOG DETAIL INQUIRY (QESD)

Step 3 Let's continue to look at the fields to gain an understanding of each.

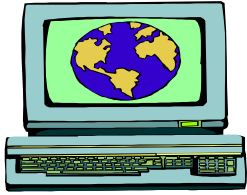
CERTIFICATE/REMARK

The Certificate/Remark panel displays certificate information.

CERTIFICATE NUMBER – Displays the number of the certificate that an employee is on when hired or promoted in a merit agency.

CERTIFICATE DATE – Displays the date (*mm/dd/yy*) of the certificate that an employee is on when hired or promoted in a merit agency.

REMARKS – Displays any additional comments.



COUNTY BY NAME (QCTY)

County by Name						
	County Name	County Code	State	Country Code	Effective Date	Expiration Date
1	Abbeville	001	SC	USA	01 01 20	99 99 99
2	Acadia	001	LA	USA	01 01 20	99 99 99
3	Accomack	001	VA	USA	01 01 20	99 99 99
4	Ada	001	ID	USA	01 01 20	99 99 99
5	Adair	001	IA	USA	01 01 20	99 99 99
6	Adair	001	KY	USA	01 01 20	99 99 99
7	Adair	001	OK	USA	01 01 20	99 99 99
8	Adams	001	CO	USA	01 01 20	99 99 99
9	Adams	001	IL	USA	01 01 20	99 99 99
10	Adams	001	IN	USA	01 01 20	99 99 99
11	Adams	001	MS	USA	01 01 20	99 99 99
12	Adams	001	ND	USA	01 01 20	99 99 99
13	Adams	001	NE	USA	01 01 20	99 99 99
14	Adams	001	OH	USA	01 01 20	99 99 99

[County By Name \(QCTY\)](#)



NOTES